

# How to Apply

## Instructions for the **Returning User**


This User Guide explains each step of the process for returning users.

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**\*Important Note:** When applying online, you must have your own, individual e-mail account. Many web sites such as [mail.yahoo.com](mailto:mail.yahoo.com), [mail.AOL.com](mailto:mail.AOL.com), and [mail.google.com](mailto:mail.google.com) allow you to establish free e-mail accounts.

1. Go to <http://agency.governmentjobs.com/michigan/default.cfm>

**Career Tools**  
[How to Apply](#)  
[MI Job Vacancies](#)  
[Internal Job Vacancies](#)  
[My Profile](#)  
[Job Interest Cards](#)  
[Search Tips](#)  
[Official Transcripts](#)  
[FAQs](#)  
**Examinations**  
[Take an Exam](#)  


**MCSC**  
Michigan Civil Service Commission  
[Michigan.gov Home](#) [MCSC Home](#) [Contact MCSC](#)  
**MICHIGAN.GOV**  
Michigan's Official Web Site  
**STATE OF MICHIGAN**  
Job Opportunities  
Friday, October 25, 2013  
  
**Welcome to the State of Michigan's application process!**  
**The State of Michigan is an Equal Opportunity Employer**  
You can now apply online by clicking on the job title you are interested in and clicking on the "Apply" link! If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can build an application by clicking on the "Build Job Application" link. This application can be saved and used to apply for more than one job opening.  
**Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted. For those positions open to all applicants, first consideration will be given to current state employees and state employees on layoff status. If no one is selected from this pool, consideration will be given to all applicants. Your application for any job does not guarantee that you will be contacted by the department for further consideration.**  
**Departments reserve the right to close postings prior to the indicated closing date based upon the volume of applications received.**  
**Applicants with a disability who may need an accommodation to participate in the interview process should make such an accommodation request at the time they are contacted by a department representative to schedule an interview.**  
**Search Criteria**  
**Categories** [Select All](#) / [None](#)  

<input type="checkbox"/>	Accounting and Finance (4)
<input type="checkbox"/>	Administration (2)
<input type="checkbox"/>	Administrative Assistant (3)
<input type="checkbox"/>	Clerical & Data Entry (13)
<input type="checkbox"/>	Code Enforcement (2)
<input type="checkbox"/>	Corrections (34)
<input type="checkbox"/>	Customer Service (12)
<input type="checkbox"/>	Economic Development (1)

**Selected Categories:** No category options selected. all categories will be included in the search

2. Select your **Search Criteria** by clicking the checkbox next to the **Category**, **Location** or **Department** of your choice. Selections made within the search criteria will appear under each search box. The number next to each criterion indicates the number of postings that fall within that particular search criterion and the number of postings that will appear in the "Search Results" if only that selection is made.

## Search Criteria

### Categories

Select [All](#) / [None](#)

- ☐ Clerical & Data Entry (1)
- ☐ Customer Service (1)
- ☐ Engineering (1)
- ☒ IT and Computers (2)

**Selected Categories:** IT and Computers (2)

### Locations

Select [All](#) / [None](#)

- ☐ Ingham County (5)

**Selected Locations:** No location options selected, all locations will be included in the search.

### Department

Select [All](#) / [None](#)

- ☐ Civil Service Commission (1)
- ☐ Energy, Labor and Economic Growth (2)
- ☐ Information Technology (1)
- ☐ Transportation (1)

**Selected Departments:** No department options selected, all departments will be included in the search.

- Make your Search Criteria selection(s) and click **Go**. Another option is to **Select All** in any of the search criteria boxes (i.e. category, location or agency). You may also enter keywords to further narrow your search. (NOTE: To search all postings, click **Go** without making any Search Criteria selections.)

Search

Enter keywords (optional):  [Explain this](#)

Go or [Clear Search](#)

- In the **Position** column, click on the title of interest. (If your search did not bring the results you were seeking, click **Clear Search** to erase your previous selections.)

16 records found.

Page # 1 of 1

Job # ▲	Position ▼	Department ▲	Location ▲	Emp. Type ▲	Salary ▲	Closing Date ▲
3901-13-33-003	<a href="#">NEW! Departmental Specialist 13</a>	Community Health - Central Office	Lansing	Permanent Full Time	\$23.11 - \$34.48 Hourly	11/11/13
5501-1382-AF	<a href="#">NEW! Departmental Technician 7-E9, CJIC / Sta...</a>	State Police	Lansing	Limited Term (position has expiration date)	\$16.79 - \$23.05 Hourly	11/04/13
5501-1401-AF	<a href="#">NEW! Departmental Technician 7-E9, CJIC / Sta...</a>	State Police	Lansing	Permanent Full Time	\$16.79 - \$23.05 Hourly	11/04/13
0801-2013-0888cw	<a href="#">Human Resource System Application Specia...</a>	Technology, Management and Budget	Lansing	Permanent Full Time	\$27.19 - \$39.74 Hourly	11/06/13
0801-2013-0632km	<a href="#">Information Technology Infrastructure An...</a>	Technology, Management and Budget	Lansing	Permanent Full Time	\$17.40 - \$31.91 Hourly	11/01/13
0801-2013-0737rg	<a href="#">Information Technology Programmer/Analys...</a>	Technology, Management and Budget	Lansing	Permanent Full Time	\$24.18 - \$34.74 Hourly	11/03/13
0801-2013-0912rg	<a href="#">Information Technology Programmer/Analys...</a>	Technology, Management and Budget	Lansing	Permanent Full Time	\$24.18 - \$34.74 Hourly	10/30/13
0801-2013-0974	<a href="#">NEW! Information Technology Programmer/Analys...</a>	Technology, Management and Budget	Lansing	Permanent Full Time	\$17.40 - \$31.91 Hourly	11/04/13
0801-2014-0003	<a href="#">NEW! Information Technology Programmer/Analys...</a>	Technology, Management and Budget	Lansing	Permanent Full Time	\$17.40 - \$31.91 Hourly	11/11/13
0801-2013-0915ss	<a href="#">Information Technology Programmer/Analys...</a>	Technology, Management and Budget	Lansing	Permanent Full Time	\$17.40 - \$31.91 Hourly	11/03/13
0801-2013-PROJ COORD	<a href="#">Information Technology Project Coordinat...</a>	Technology, Management and Budget	Lansing	Permanent Full Time	\$17.40 - \$34.40 Hourly	Continuous
	<a href="#">Information Technology</a>	Technology,		Permanent Full		

5. Review the job posting closely, noting Closing Date/Time, duties, minimum qualifications, and other requirements and information. Each tab contains important information. In the example below, you are viewing the Job Details tab.

DEL

## Information Technology Project Coordinator P11/12

**Job Details****Apply**PrintShare

**Salary i****Location i**

**Job Type****Department**

\$1,392 - \$2,752 Biweekly

Lansing, MI

Permanent Full Time

Technology, Management and Budget

➔

Description

Benefits

Questions

**Job Description**

If you are looking for an exciting career in IT Project Management, the State of Michigan's Department of Technology, Management & Budget (DTMB) offers a variety of IT Project Coordinator and IT Project Manager career opportunities. As an IT Project Coordinator, you will assist the Program Management Office in the creation and regular delivery of portfolio reports and metrics, including information on budget, schedule, and scope. In addition, you will provide project management support for agency projects, utilizing a formal project management methodology.

**Required Education and Experience****Education**

A bachelor's degree or higher with not less than 21 semester (32 term) credits in computer science, data processing, computer information systems, data communications, networking, systems analysis, computer programming, project management, or mathematics? If so, please attach a copy of your official college transcript;

6. If you think you meet or exceed the minimum qualifications and would like to apply for the position, make sure you review the supplemental questions tab (See Below). (NOTE: Some postings may not include supplemental questions.) It may be helpful to prepare your responses to these questions in advance to make the application process easier. Click **Apply** to begin the application process.

# P11/12

[Job Details](#)[Apply](#)[Print](#)

<b>Salary i</b>	\$1,392 - \$2,752 Biweekly	<b>Location i</b>	Lansing, MI
<b>Job Type</b>	Permanent Full Time	<b>Department</b>	Technology, Management and Budget

[Description](#)[Benefits](#)[Questions](#)

**\*01** INPRJCR - Do you possess at least a bachelor's degree with not less than 21 semester (32 term) credits in computer science, data processing, computer information systems, data communications, networking, systems analysis, computer programming, project management, or mathematics? OR An associate's degree with 16 semester (24 term) credits in computer science, data processing, computer information systems, data communications, networking, systems analysis, computer programming, project management, or mathematics; and, two years of experience as an application programmer, computer operator, project coordinator for an IT technical project, or information technology technician? OR An educational level typically acquired through completion of high school and three years of experience as an application programmer, computer operator, IT project coordinator, or information technology technician?

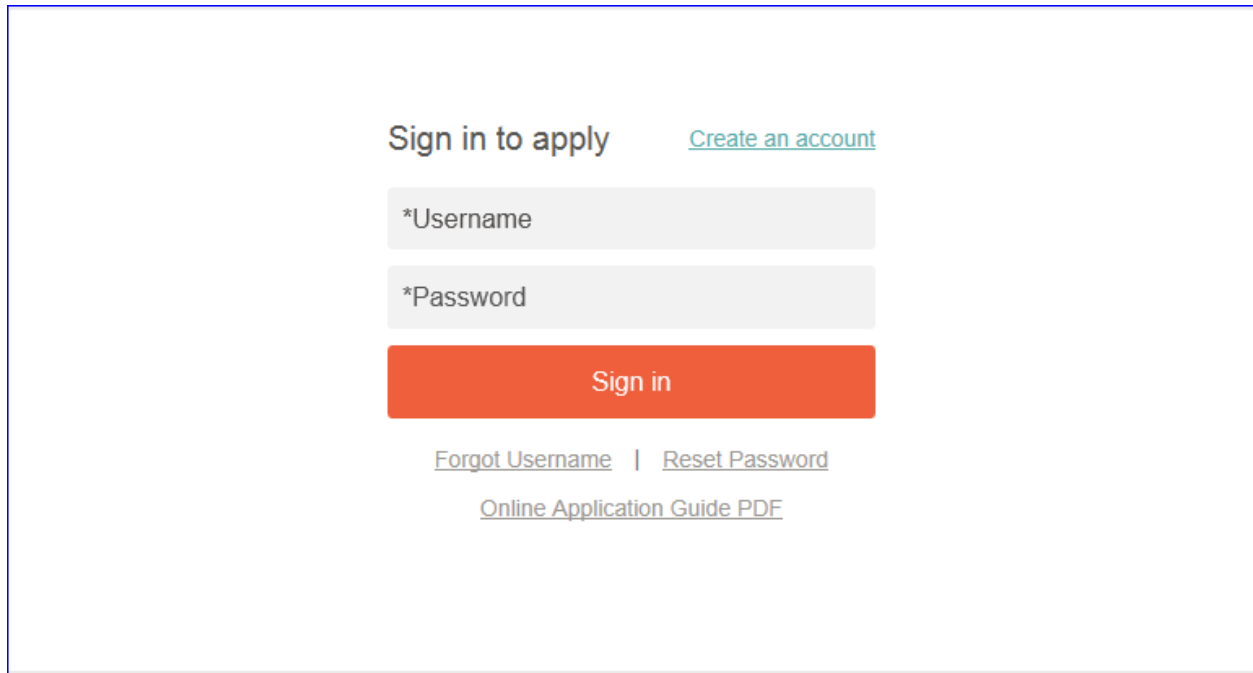
Yes

No

**\*02** How many years of experience do you have as a project coordinator or project manager for Information Technology (IT) projects?

## Sign-in

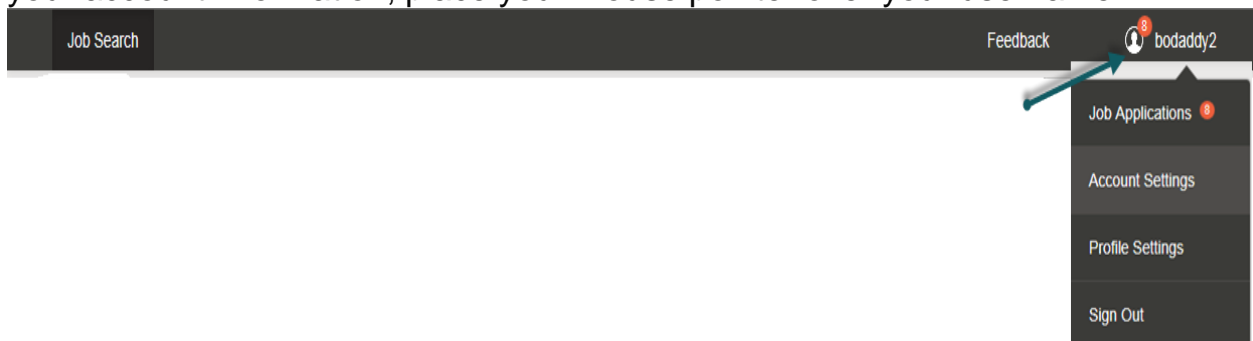
7. As a returning user applying to a State of Michigan job via NEOGOV, click on **Sign in to apply**



The image shows a sign-in form for NEOGOV. At the top, there are two links: "Sign in to apply" and "Create an account". Below these are two input fields: "\*Username" and "\*Password". A red "Sign in" button is positioned below the password field. Underneath the button are two links: "Forgot Username" and "Reset Password", separated by a vertical bar. At the bottom of the form is a link for "Online Application Guide PDF".

- If you created an account before, you cannot use the same email address again to create a new account. The email value must be unique.
- If you created an account before and can't remember your username, click on Forgot username. This sends you email with your username.
- Your password must be at least six characters in length, and contain at least one number.

When you are signed in, your username appears in the top menu bar. To review your account information, place your mouse pointer over your username.



## **Apply for a Job**

To apply for a job:

8. Click on the Apply tab from job details.
9. You can speed up completing basic profile information by importing a resume from LinkedIn, or by uploading a file. The supported file formats for uploading a resume are .pdf, .text, and .doc (Word).
10. Next you complete a series of steps (entries or screens).

Your progress and current step in the process is shown on the left. In the next example, the information (Info) step is in progress:

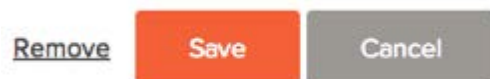




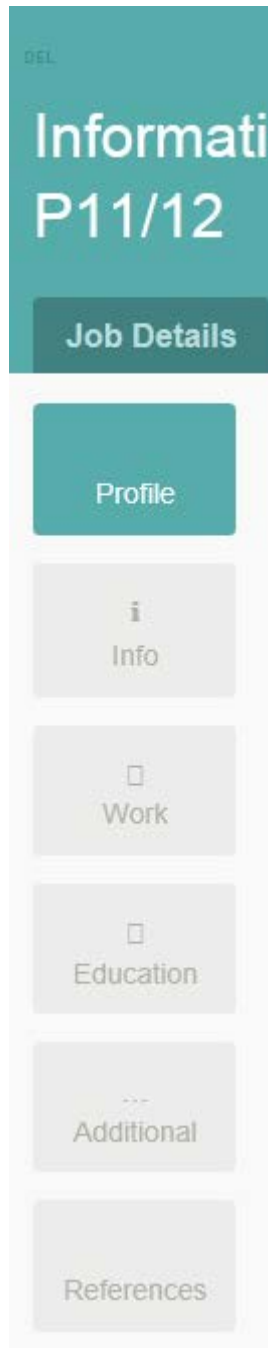
11. As you work on your application, refer to the progress bar to see the number of items for each entry, and errors. In the next example, the work entry contains four items and the education and questions entries both contain errors:



12. For each step, the buttons on the bottom allow you to save or discard your work on this entry.



Although your typing is periodically automatically saved, it is good practice to click on the Save button. The Cancel button discards any changes you have made since the last save. The Remove link deletes the current entry, after a confirmation. Once deleted, the data cannot be recovered.



- Provide general contact information.
- Provide previous work experience information.
- Provide educational information.
- Provide additional information, including certificates and licenses, skills, and languages.
- Provide references.

13. Answer any additional supplemental questions. These are general and agency supplemental questions.

**Job Details** **Apply**

Profile

**i**  
Info

□  
Work

□  
Education

...  
Additional

References

**□**  
**Questions**

□  
Attachments

We have used answers that you provided on a previous application to answer the questions below. Please check them thoroughly to insure they are correct.

## Agency Questions

The purpose of the following questions is to obtain additional job related information to evaluate you for the position you are applying for or to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State and local agencies.

**\*01** Are you a current State of Michigan governmental employee, or an employee of the Michigan Legislative branch, OR in layoff status from either? (Please Note: You are not considered an employee of Michigan State Government if you meet one of the following criteria: You are a contractual employee for a department within the Michigan State Government; You are a municipal [City or township] governmental employee; You are a Federal employee for the U.S. Government; or You are employed with a private company.)

☒ Yes ☐ No

14. If the posting has Supplemental Questions, they will appear after the Agency-Wide Questions

Last of the  
Agency  
Questions

13 Gender (response optional)

- ☐ Female
- ☐ Male
- ☐ Not Declared



## Supplemental Questions

---

The purpose of this Supplemental Questionnaire is to obtain additional job related information in order to evaluate your education, training and experience relative to the position you are applying for.

**You must accurately represent your work experience and educational background. All information entered on the application, including your answers to the Supplemental Questions, may be verified.**


**Providing false information may lead to disqualification in the hiring**

15. Upload any attachments, such as a resume, driver's license, or certificates. The supported file formats are doc, docx, txt, pdf, jpg, and png.


## Attachments

Supported file types: doc, docx, txt, pdf, jpg, png

### Driver's License

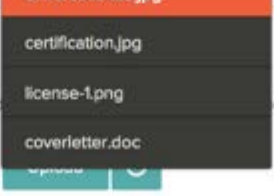


You can drag and drop a file into this box to start uploading.

[Upload](#) 

### Resumé


You can drag and drop a file into this box to start uploading.



- resume.pdf
- driverslicense.jpg**
- certification.jpg
- license-1.png
- coverletter.doc

16. Review each section. If there is an error, it is shown in the progress bar and also in the section indicated with a border.

 Please fix the errors in the following section.

Use [Edit](#)  to open this item and correct any errors.

17. To submit your application, select:

[Proceed to Certify and Submit](#)

18. In the submit entry, provide your initials, and then click on Accept and Submit.

DEL

Information Technology Project Coordinator  
P11/12

Job Details

Apply

Profile

Info

0

Work

0

Education

0

Additional

0

References

0

Questions

0

Certify & Submit

Enter your initials to acknowledge that you have skipped the following section(s):

• Work Experience

• Education

Initials

NOTICE TO APPLICANT: Please carefully review your application. Changes cannot be made once you click on **'Accept'** below. You may click on **'Confirm Application'** above to return to the previous step to review and edit any of your information before certifying your application.

By clicking on **'Accept'** below, I hereby certify to the Civil Service Commission that all information provided is true and accurate and contains no falsifications or misrepresentations.

• I understand that providing false information, including answers to Supplemental Questions, may lead to

An Application Submitted message confirms that you have applied for the job. You can check on the status of this job application by clicking on Applications in the top menu bar.

14

DEL

# Information Technology Project Coordinator P11/12

Job Details

Apply



## Application Submitted!


Successfully submitted on 10/30/2013 at 2:14 PM Eastern Time



You can check the status of this application by visiting  
"Applications" in the main menu bar.

19. Check the status of your application(s) and/or apply for other positions:

[Job Search](#)[Applications](#)[Account Settings](#)[Feedback](#)[bodaddy2](#)[Sign Out](#)

 **GovernmentJobs**

### Incomplete applications

**Dentist 16** >  
Last step completed: Additional

**Assistance Payments Worker 8-E10**  
**Northern Michigan Counties** >  
Last step completed: Review

**Assistance Payments Worker 8-E10** >  
Last step completed:

**Assistance Payments Worker 8-E10** >  
Last step completed:

### Applications

[Entry-Level Law Enforcement Examination](#)  
State of Michigan, Michigan | Applied on: 08/28/2013 08:39 AM Eastern Time  
\* Application Received

[Financial Analyst](#)  
City of Grand Rapids, Michigan | Applied on: 08/26/2013 09:48 AM Eastern Time  
\* Application Received

[Human Resource Intern CSC - DHS](#)  
State of Michigan, Michigan | Applied on: 01/15/2013 04:48 PM Eastern Time  
\* Application Received

[\\*COAST-Behavioral Assessment and Office Skills Test](#)  
State of Louisiana, Louisiana | Applied on: 07/09/2012 01:31 PM Central Time  
\* Application Received

[Human Resources Analyst/Trainee](#)  
State of Michigan, Michigan | Applied on: 02/09/2012 01:50 PM Eastern Time  
\* Application Received

Viewing 5 of 12 applications

[View \(7\) More](#)

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How to Apply  
Your Account

About  
Privacy Policy  
Legal Terms

Login  
Post Jobs

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20. If you would like to apply to take a Civil Service Examination, click on the ‘**Take an Exam**’ link in the upper-left corner, select the appropriate examination, and follow all the steps above to apply.





21. If you are a current State employee and would like to apply to an internal job vacancy, click the '**Internal Job Vacancies**' link in the upper-left corner, select the appropriate posting, and follow all the steps above to apply."

